

215.43**Documenting Proof of Income Sources****Overview****Policy**

Proof of income sources is required for WIC certification and must be documented in the WIC data system.

Policy reference

WIC Policy Memorandum #2013-3 Income Eligibility Guidance

Examples

Examples of proof of income include:

Pay stubs	Income tax returns
Copies of payroll checks	Signed statement by employer
Unemployment benefit “white sheets”	Award notices (DHS, child support, alimony, foster care payment, etc.)
Business records	

Note: W-2 Forms are acceptable proof only if presented with corresponding tax return.

Documentation

If the applicant....	Then....
Brings proof Note: For proofs submitted via electronic means, they must not be submitted more than 30 days prior.	1. document the proof provided and inform the participant that it is their responsibility to report income changes if they occur prior to their next certification appointment.
fails to bring proof (forgot it) and verbally declares income within guidelines Note: A participant must provide two out of three required documents; identity, income, and residency. If the participant is missing proof of residency and income then a certification may not be completed.	1. leave the field, “Proof,” blank; 2. print and complete the “Signed Statement” from the WIC data system; 3. tell participant to bring or provide proof via electronic means (i.e. text or email; must delete immediately following review) within 30 days in order to continue program participation; and 4. continue the assessment to determine nutrition risk. <u>Notes:</u> The missing proof of income field will trigger the option to provisionally certify an applicant when the CPA clicks on the Certify button. Provisional certification results in one month of benefits and an automatic system alert about the need to provide

	proof of income within 30 days to continue receiving services. Make arrangements for the applicant to provide the missing proof in the next month.
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If the applicant....	Then...
fails to bring proof (forgot it) and verbally declares income over guidelines	<ol style="list-style-type: none"> 1. issue a Notice of Ineligibility, 2. provide a copy of the income guidelines, 3. advise the applicant to compare the guidelines to their proof of income, and schedule another appointment if they believe they are eligible.
cannot reasonably provide proof of income (e.g., migrant farm worker, someone who works for cash) and verbally declares income within guidelines	<ol style="list-style-type: none"> 1. select "Affidavit" as the proof provided, and 2. print and complete the "Signed Statement" from the WIC data system.

Note: These same steps are followed during a certification outside the normal WIC clinic walls except they are done via a phone interview (no more than 30 days prior) with a staff member who will not be the one seeing the participant and the proofs are sent electronically for review by the person conducting the phone interview via text message, email, or fax. (Proofs submitted via electronic means, must be deleted immediately upon review.) See policy 220.15 for additional information on this local agency option.

Reports of zero income

If an applicant reports zero income, print the "Signed Statement" from the WIC data system and ask the questions on the form.

If the applicant....	Then...
Identifies a source of income in response to the questions on the form	<ol style="list-style-type: none"> 1. Leave the field, "proof" blank, 2. tell participant to provide proof within 30 days, 3. write an alert to follow-up, and 4. issue only one month of food benefits.
Still reports zero income	<ol style="list-style-type: none"> 1. select "Affidavit" for the proof provided, 2. complete the section of the form about income, and 3. consider the applicant income eligible.

Note: Continue the eligibility assessment to determine nutrition risk.

Proration override

At the provisional certification appointment a proration override may be completed to ensure the participant has adequate benefits prior to returning to fulfill proof within 30 days.

Follow-up for Proof of Adjunctive Eligibility and Income

Documentation at follow-up

The following steps must be taken in order to assure proper follow-up when one month of benefits are issued based on verbal income declaration.

If the applicant....	Then...
Provides acceptable documentation	<ol style="list-style-type: none"> 1. Fulfill the provisional certification by returning to the appropriate data system panel (Adjunctive eligibility or Income), 2. Create a new record as appropriate, 3. Record the type of proof presented, 4. Correct the income amount (as needed), and 5. Go to the Certification panel and click Fulfill Prov. 6. Issue the remaining food benefits for the issuance period. <p><u>Note:</u> A proration override should not happen at the appointment where proof is fulfilled</p>
Does not bring proof or is over income	<ol style="list-style-type: none"> 1. Terminate the participant using the appropriate reason; either “Failed to provide proof of income at follow-up” or “Exceeds income guidelines at mid-certification reassessment” and 2. Issue a Notice of Termination. <p><u>Note:</u> These individuals are not required to pay back the benefits received for one month.</p>

Failure to return to clinic

In a case where an applicant lacks necessary income documentation at a certification appointment and a provisional certification is issued, under no circumstances may a second, subsequent 30-day certification period be used if the applicant fails to provide the required documentation of income before the temporary certification period expires.

If the participant fails to return with proof within 30 days, a data system batch job will automatically terminate the participant with the reason, “Failed to provide proof of income in 30 days.”

Follow-up for Proof of Adjunctive Eligibility and Income, Continued

Participants who provide proof after termination

If a WIC participant provides acceptable proof after termination:

- A new certification must be completed and
- Benefits issued for the remainder of the participant's issuance cycle.

Use of provisional certification data after termination

If the participant's provisional certification is terminated by the system and it is within 45 days of the original appointment, the data used to complete the health and nutrition assessment for the provisional certification may be used to complete the full certification process (i.e. height, weight, hemoglobin, etc.). If more than 45 days have passed then the entire certification appointment must be completed with new health and nutrition data.

Proof of identity, residency and income must be verified at the return appointment and the provisional certification information may not be used at this appointment if more than 30 days have passed.